

16 APR 1980

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

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FROM: [REDACTED]
Chief, Procurement Division, OL

SUBJECT: Strategic Planning

REFERENCE: Mtpie Adse Memo fm D/L dtd 18 Mar 80,
Same Subj (OL 0-1147)

This memorandum provides information concerning goals and objectives relating to the procurement function of the Agency in general, and specifically to the Office of Logistics. Given the constraint placed on personnel, it is evident that we must seek to become more efficient and responsive to Agency needs by insuring that our current organizational structure is capable of meeting such needs; by establishing management systems that permit the earliest entry of procurement officers into acquisition planning and decision process; and by automating the procurement process to the maximum feasible extent. The goals and objectives set forth below are postured on the basis that this Agency's responsibilities will not alter markedly and that we will continue to adhere to established laws and regulations within the bounds of sound security practice.

Goal 1:

To establish a coordinated planning and forecasting mechanism that will permit early identification of procurement requirements and enable procurement and requirements officers to develop more coherent programmatic acquisition strategies.

Objectives:

1. Establish a relationship with the Comptroller and major requirements offices so that budgetary estimates of procurements may be acquired prior to the start of a fiscal year.

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2. Develop acquisition strategies with requirements offices based on a total program vice individual aspects of this program.

Goal 2:

To establish an automated management information system that provides visibility into critical areas of work-in-process and permits the development of a predictive decision process.

Objectives:

1. Complete development of the PD MIS.
2. Develop sampling and monitoring procedures to identify statistical trends at the earliest point available. With such information, resources can be shifted to accommodate critical problems.

Goal 3:

To establish effective acquisition procedures that permit a consistent and coherent treatment of each procurement while conforming to the maximum practicable extent with regulations published by the Office of Management and Budget (OMB) and other Federal policy agencies.

Objective:

Develop detailed procedures manuals covering the acquisition process thereby insuring that management policy is translated into actual practice.

Goal 4:

To rationalize the procurement organization within this Agency to accord with the recommendations of the Commission on Government Procurement.

Objectives:

1. Reassess this Agency's present procurement organizational structure in the light of the Commission on Government Procurement's recommendations and policies of the DCI.

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2. To develop strategy to measure use of scarce procurement resources.

Goal 5:

To extend automation within the procurement process as rapidly as possible.

Objectives:

1. Capitalize on the fusion of word processing, telecommunications, and computer technology.

2. Reduce the need for hard copy documentation.

3. Develop model procurement documents that are amenable to automatic reformatting and generation.

Goal 6:

To establish training and rotational guidelines for the development of procurement professionals.

Objective:

To perform a comprehensive analysis of training and rotational guidelines to insure development of the required procurement work force as well as an overall rounding considered essential for individuals who demonstrate a high potential for development to procurement management positions.



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